

NEW RESIDENTIAL CONSTRUCTION, ADDITION, AND ALTERATION

PERMIT APPLICATION CHECKLIST (RETURN WITH APPLICATION)

Permit application for _____
(Job Address)

Owner's Name _____

Contractor's Name _____

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by a checkmark that each item has been enclosed with the application.

- _____ 1. LOT DIAGRAM (Required for all applications – new homes, additions, interior remodel, garages, and accessory buildings and structures)
- _____ 2. BLUE PRINTS or DRAWINGS – wall section, foundation plan, and floor plan required on all applications. See page three for further information. Two (2) complete sets of drawings are required with any permit application.
- _____ 3. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- _____ 4. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)
- _____ 5. PROPERTY TAX I.D. NUMBER
- _____ 6. SANITATION & WATER SUPPLY PERMITS (city sewer & water authority and/or county health department.)
- _____ 7. DRIVEWAY/SIDEWALK PERMIT – City or MDOT
- _____ 8. Is the structure within 500 feet of water (lake, river, stream, county drain)? ___Yes ___No If yes, a SOIL EROSION PERMIT is required.
- _____ 9. Is the property located in wetlands or floodplain? ___Yes ___No A building permit will not be issued if in a floodplain without DEQ approval.
- _____ 10. OTHER PERMITS EVENTUALLY NECESSARY: ___ Electrical ___ Mechanical ___ Plumbing ___ Sign applicant or licensed contractor must submit separate application for these permits of the State of Michigan, Bureau of Construction Codes, prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, plumbing, mechanical or building permits.

Signed _____ Date _____
(Applicant's signature)

Blue prints and drawings must contain sufficient detail to perform a plan review or conformance with the State Michigan Construction Codes. Include wall section/cross-section drawing showing material dimensions and specifications from footings to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, etc.) require a sealed diagram from the manufacture, forward to our office at time of delivery.

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

Applications and Zoning information may be obtained at the St. Louis City Hall:

- Building Department Office Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday. The City Hall is located at 300 N. Mill Street, St. Louis, MI 48880. Phone: (989) 681- 2137, ext. 2380, Fax: (989) 681-3842

BUILDING PERMIT

BUILDING DEPARTMENT
300 N. Mill St.
St. Louis, MI 48880
Phone: (989) 681-2137, ext 2380
Fax: (989) 681- 3842

Date _____
Jurisdiction of St. Louis

PERMIT NO. _____
New residential construction, addition, and alteration

Job Address: _____
Zoning District: _____
Use Group: _____
Type Const.: _____
Basic Dimensions: _____ ft. x _____ ft.
No. Floors: _____

Property Tax I.D. No.: _____
Permit Determinate: _____
Owner: _____ () _____
Address: _____ Phone _____
Contractor: _____ () _____
Address: _____ Phone _____

COST OF CONSTRUCTION: \$ _____

| | | |
|---|------------------------------|----------------------------------|
| _____ Sq. ft. main floor | _____ No. rooms second floor | _____ No. wood burners |
| _____ Sq. ft. second floor | _____ No. full baths | _____ Sq. ft. porches/breezeways |
| _____ Sq. ft. fin. basement | _____ No. half baths | _____ Sq. ft. wood deck |
| _____ Sq. ft. unfin. basement | _____ No. fireplaces | _____ (ft.) ceiling height |
| _____ No. rooms first floor | _____ No. chimneys | _____ (ft.) building height |
| _____ Sq. ft. garage (attached garage requires fire separation) | | |

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

FOUNDATIONS (11)

_____ ftgs. _____" x _____"
 _____" below fin grade
 _____ No. post footings
 _____" x _____" x _____"
 _____ Poured walls
 _____ H.C. block _____"
 _____ Wood foundation (provide diagram)
 _____ Ft. foundation wall height
 _____" crawl space wall height
 _____" egress sill height
 _____ No. bsmt. windows
 _____ Crawl space vent openings

ROUGH-IN FRAMING (10)

_____ Sill plate (treat.)
 _____ Wall plates
 _____ Headers
 _____ Wood girder
 _____ Steel girder
 _____ Post _____ ft. O.C.
 _____ Stud wall
 _____ Masonry
 _____ fl. joists _____" O.C.
 _____ Ceil. joists _____" O.C.
 _____ Rafters _____" O.C.
 _____ Truss (diagram required)
 _____" floor sheathing
 _____" wall sheathing
 _____" roof sheathing
 _____" corner brace sheath

EXTERIOR (3)

_____ Wood
 _____ Aluminum/vinyl
 _____ Brick
 _____ Block

ROOFS (4)

_____ Hip
 _____ Gable
 _____ Front overhang
 _____ Eavestrough

CHIMNEY TYPE

_____ Brick
 _____ Block
 _____ Stone
 _____ Metal
 _____ Asphalt shingles
 _____ Underlayment
 _____ Vents
 _____ Other coverings

WINDOWS (5)

_____ No. of windows
 _____ Wood sash
 _____ Metal sash
 _____ Type
 _____ Egress/bedrms
 _____ Attic access 22" x 30"

INSULATION (9)

_____ " Fiberglass
 _____ " Cellulose
 _____ " Blown in fb. Glass
 _____ " Foam
 _____ Other
 _____ " Ridged poly ure.
 _____ " Rigid styro
 _____ " Insul sheath
 _____ Wind barrier
 _____ (mil) moisture barr.

INTERIOR (13)

_____ Foyer
 _____ Kit fl.
 _____ Other fl.
 _____ Drywall
 _____ Plaster
 _____ Covered ceiling
 _____ Pnl. Wainscot
 _____ 5/8" garage fire code

BUILT-IN ITEMS (15)

_____ Oven _____ range
 _____ Disposal
 _____ Hood/fan
 _____ Dishwasher
 _____ Refrigerator
 _____ Incinerator
 _____ Vanities
 _____ ' Cupboard length

CONTRACTOR WILL STAKE 2
ADJACENT LOT LINES FOR FIRST
INSPECTION. SKETCH LOT
DIAGRAM ON THE NEXT PAGE.

Building Dept.
By: _____

Permits eventually required for this project:

Electrical Permit

yes no

Plumbing Permit

yes no

Mechanical Permit

yes no

PLAN REVIEW \$ _____

COST OF PERMIT \$ _____

TOTAL COST \$ _____

LOT DIAGRAM

Owner: _____

Address: _____

Tax I.D.: _____

- | | |
|---|---|
| 1) Draw lot lines (shown in dimensions in feet) | 5) Show dimensions of all buildings |
| 2) Label street | 6) Show distance from all sides of buildings to sidelines |
| 3) Draw existing structures | 7) Draw lakes, streams, and wet lands within 500 ft. |
| 4) Draw proposed construction | 8) Contractor/owner will stake 2 adjacent lot lines |

| | | | |
|--|-----------------|-------------------------------|--------------|
| Engineer/Architect | | phone | |
| Address | | City | State Zip |
| APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION: | | | |
| Name | | Phone | |
| Address | | City | State Zip |
| Federal ID No./Social Security No. | | MESC Employer | |
| License No. | Expiration Date | Worker's Compensation Carrier | |
| General Liability No. | | | |
| If exempt from any of the above, explain here: | | | |
| Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines. | | | |

HOME OWNER'S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: _____ Date: _____

AGENT/CONTRACTOR'S AFFIDAVIT AND SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: _____ Date: _____

CITY OF ST. LOUIS ZONING APPLICATION

| | |
|---|--|
| Application For: | |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Special Land Use | <input type="checkbox"/> Land Division |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Other _____ |

This application will not be accepted if incomplete. All required materials must be submitted at least 30 days prior to the next Planning Commission meeting and 15 days prior to the next Board of Appeals meeting. Site Plan Reviews may be submitted at least 7 days prior to the next Planning Commission meeting.

APPLICANT/OWNER INFORMATION

Name _____

Phone () _____ Fax () _____ E-mail _____

Address _____

PROPERTY INFORMATION

Address or Location _____

Permanent Parcel # _____

Current Zoning _____

Property Size _____

DESCRIPTION OF PROPOSED USE/REQUEST (Attach explanation letter with setbacks drawing)

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant _____ Date _____

I hereby grant permission for members of the City Of St. Louis (Planning Commission) (Board of Appeals) (Zoning Administrator) to enter the above-described property (or as described in the attached) for the purposes of gathering information related to this application. (Note to Applicant: This is optional and will not affect any decision on your application).

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Date Received _____ Application Fee Paid _____

Submitted Materials Site Plan Application Legal Description

Application Accepted By _____ Date Accepted _____

Approved By _____ Approved for: Rezoning Variance Site Plan Special Use

NOTICE TO HOMEOWNERS

MCL 339 2401 et seq; MSA 18.245 (2401) et seq. (Michigan Public Act 299 of 1980) States the following:

The person or company who applies and obtains a building permit from this offices ASSUMES SOLE RESPONSIBILITY for work that is done pursuant to that permit and is SOLELY RESPONSIBLE for compliance with laws enforced by this office.

Any revisions to the building permit application or plan must be submitted to this office before changes are made to the structure.

The total cost of labor and materials for any work conducted pursuant to a building permit issued by this office MAY NOT EXCEED SIX HUNDRED DOLLARS (\$600.00) unless a licensed residential builder or licensed maintenance or alteration contractor is doing the work. For residential buildings, the homeowner may do the building himself/herself as long as the person owns the home.

This office cannot and will not design or assist in the designing of your project, so please do not call with these types of questions. Refer questions regarding structural compliance to your builder, product manufacturer or supplier.

PLEASE VERIFY THAT YOUR BUILDER IS LICENSED. Ask your builder to display his State Builders License, be sure to check the expiration date. If you have any doubts you may contact the Michigan Department of Licensing at www.cis.state.mi.us.

Section R110.1 of the Michigan Residential Code 2009 Edition States: A building or structure shall not be used or occupied, and a change in existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with the act.

ACKNOWLEDGEMENT OF RECEIPT

I _____ do hereby acknowledge that I have received and understand any and all language in the Notice to Homeowners.



BUILDING OFFICIAL/INSPECTOR
TONY MILLER 989-875-5201

When to Call for an Inspection

- Foundation Inspection:
 - Backfill Inspections – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.
 - Footing Inspection - After form work is completed but prior to pouring concrete.
- Rough Inspection: The rough inspection is to be made after the roof, all framing, fire stopping and bracing installations are in place and the electrical, mechanical and plumbing rough installations are in place and approved, but before the insulation is installed.
- Final Inspection: The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which included the building, electrical, mechanical and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all fees are paid, permits are final and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

It is the responsibility of the applicant, contractor, or home owner to obtain all necessary permits. The permit holder is responsible for any and all inspections necessary. If you need assistance, please contact the Gratiot County Permits Office. The telephone number is 989-875-5201

Please advise that you live in the City of St. Louis and give them your permit number when you call.